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Personnel

EMPLOYEE BENEFITS AND ENTITLEMENTS

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OPR: HQ USAF/DPCC
(Ms Linda Dobbs-Wilson)

Certified by: HQ USAF/DPC (Sandra Grese)

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1. The Air Force needs high-quality people to operate, maintain and sustain complex air and space forces. Attracting and retaining these people requires a responsive benefits and entitlements program. This directive establishes policies to ensure the Air Force enhances the morale of its civilian employees by identifying and pursuing these needs.
2. Post-employment support of Air Force civilian employees will be provided by timely administering both the Federal Employees' Retirement System and Civil Service Retirement System.
3. This directive establishes the following responsibilities and authorities:
 - 3.1. The Assistant Secretary of Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) is responsible for civilian personnel policy matters as described in Air Force Policy Directive 90-1, *Strategic Planning and Policy Formulation*, paragraph 1.5.2. SAF/MI approval is required before this document is changed, reissued, or rescinded.
 - 3.2. The Deputy Chief of Staff, Personnel (HQ USAF/DP) develops, coordinates, and executes personnel policy and approves essential procedural guidance for the management of the Employee Benefits and Entitlements Program.
4. See **Attachment 1** for measures used to comply with this policy.
5. See **Attachment 2** for governing policies and directives implemented by this policy directive and other publications with which it interfaces.

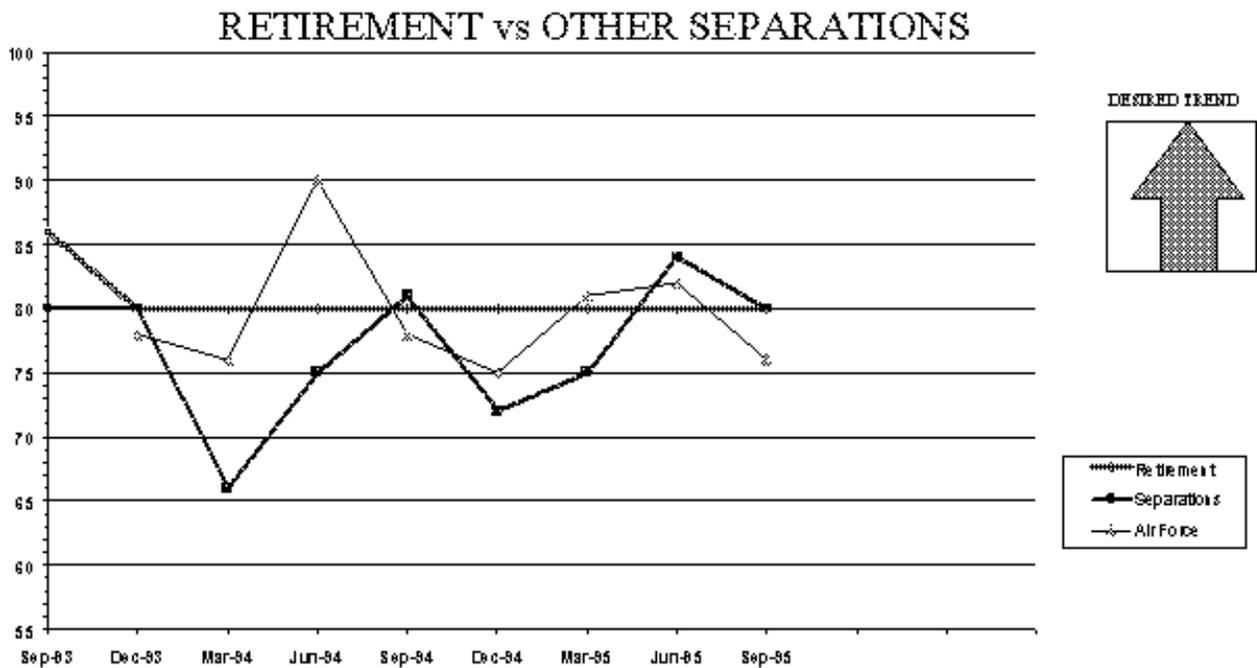
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Attachment 1

MEASURING COMPLIANCE WITH POLICY

A1.1. Each quarter the Office of Personnel Management (OPM) publishes the Aging of Separations Report, which gives a measure of each installation's performance in exceeding the congressionally endorsed standard of 80 percent of actions reaching OPM's Retirement Processing Division within 30 days to ensure timely receipt of annuities and monies owed employees. Major commands assess their installations' compliance with the standard (Figure A1.1.), identify trouble areas, and take appropriate corrective action.

Figure A1.1. Aging of Separations Report.



Attachment 2

RELATED POLICIES AND INSTRUCTIONS

Implemented Publications:

Title 5, United States Code

Chapter 83, Retirement

Chapter 84, Federal Employees' Retirement System

Code of Federal Regulations:

Part 831, Retirement

Parts 841 through 846, Federal Employees' Retirement System

Office of Personnel Management Instructions:

The CSRS and FERS Handbook for Personnel and Payroll Offices